



# MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
6.840

CHAPTER Human Resources	SUBCHAPTER Special Services	EFFECTIVE DATE 7/1/2002	NUMBER OF PAGES 4	PAGE NUMBER 1 of 4
SUBJECT Department Safety Program		AUTHORITY Section 630.050, RSMo	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director for Human Resources			SUNSET DATE 7/1/2004	

**PURPOSE:** Prescribes the scope of the Department Safety Program.

**APPLICATION:** Applies to the entire department.

(1) As used in this Department Operating Regulation (DOR), and in facility policies, the following terms shall mean:

(A) "Department Safety Committee," a central office team that develops, monitors and evaluates the department safety program and makes recommendations to the director of the Office of Human Resources about the efficacy of the program;

(B) "Department Safety Program," a coordinated plan, including facility safety programs, to protect the health and safety of consumers, visitors, and department employees;

(C) "Facility Safety Committee," a team at each facility, including the central office, that works with the facility safety officer/coordinator to develop, monitor and evaluate that facility's safety program and make recommendations to the facility safety officer/coordinator and the Department Safety Committee about the efficacy of both the facility safety program and the Department Safety Program;

(D) "Facility Safety Officer/Coordinator," an employee as designated by the Appointing Authority (regardless of title) at each facility, including the central office, with overall responsibility for protecting the health and safety of the facility's employees.

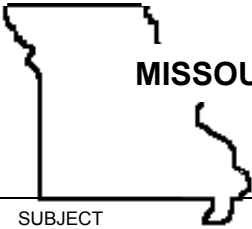
(E) "Facility Safety Program," a coordinated plan at each facility, including the central office, to protect the health and safety of the facility's consumers, visitors and employees.

(F) "Incident," an event that may lead to the onset of an injury, illness, or disease.

(G) "Injury," a wound or other adverse condition of the body caused by external force, including physical stress or strain, that is identifiable as to time and place of occurrence and member or function of the body affected and that is caused by a specific event or incident or series of events or incidents within a single day or work shift.

(H) "Near Misses," events that reasonably could have had serious consequences but did not.

(I) "Occupational Illness or Disease," physiological harm or loss of capacity produced by systemic infection; continued or repeated physical stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of the work environment over a long period of time, that is, any reported condition which does not meet the definition of injury.



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(J) "State Safety Steering Committee," a committee appointed by the Governor to provide guidance to state agencies as they adopt programs, rules and procedures that promote safety and productivity while minimizing potential financial loss to the state. Members of the committee are responsible for coordinating their own department's safety and health program.

(K) "Work Environment," the employer's premises and other locations where employees are engaged in work-related activities or are present as conditions of employment.

(L) "Work-related," a term referring to cases in which events or exposures in the work environment either caused or contributed to injuries or illnesses or aggravated existing symptoms. Injuries and illnesses that solely result from voluntary programs such as donation of blood during blood, flu shot programs, or fitness activities are not work-related.

(2) The Director of the Office of Human Resources shall appoint the Department Safety Committee. The committee shall be composed of up to three representatives from each division and one representative from each office in the central office, including the disaster services coordinator, employee health and safety coordinator, and capital improvements administrator. The committee shall select its own chairperson and shall meet quarterly at a minimum. The Office of Human Resources shall provide staff support for the committee.

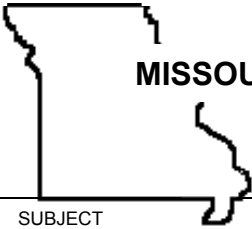
(3) Facility Safety Committees shall be appointed by heads of the facilities except that the Central Office committee shall be appointed by the director of the Office of Human Resources. Members should have knowledge or expertise in one or more of the following health and safety areas: occupational illnesses and diseases, toxicology, epidemiology, ergonomics, fire and safety, emergency management, maintenance, human resources, infection control, quality improvement, staff development and training, administration, risk management, and nursing. The committees shall also include union representatives as applicable. Facility Safety Committee members shall receive safety-related training as recommended by the State Safety Steering Committee or the Department Safety Committee, and approved by the appointing authority.

(4) Working closely with the facility safety officer/coordinator, Facility Safety Committees shall have the following roles and responsibilities:

(A) Serve as liaison between employees and facility management on health and safety issues by developing, implementing, monitoring and evaluating facility safety programs;

(B) Maintain a working knowledge of applicable state and federal health and safety standards;

(C) Promote health and safety awareness activities, e.g., wellness program, health fairs, newsletters, staff meetings and in-service training;



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(D) Recommend appropriate training regarding safe work practices and safety and health responsibilities of all staff;

(E) Develop planning, training and drills to respond to emergencies, including internal and external disasters, and make the training available to all facility employees, clients and volunteers, where appropriate;

(F) Periodically inspect or monitor the inspection of the work environment and make recommendations to the facility safety officer/coordinator or the Department Safety Committee, or both, for improved employee health and safety;

(G) Prepare cost estimates for the efficient and effective operation of the facility safety program.

(H) Review investigations of all work-related injuries, illnesses, and property damage, and as feasible, near miss incidents, to determine their causes and the means for their prevention; monitor development of corrective actions and track recommendations to closure;

(I) Review records and reports of accidental loss and property claims and any other incident that has exposed or might expose the state to financial loss. Maintain confidentiality of records, reports and other committee documents and materials as required;

(J) Refer to the Department Safety Committee for review and recommendation those issues that cannot be resolved by the Facility Safety Committee;

(K) Meet with and submit reports and other information to the Department Safety Committee as requested by that committee;

(5) Each facility safety committee shall develop a facility safety program, using a process developed by the committee, facility management, and the facility safety officer. Facility safety programs may vary, depending on the type of facility and potential health and safety risks. The director of the Office of Human Resources, facility heads and facility safety officers/coordinators shall make reports and other appropriate information available to facility safety committees, including, but not limited to, workplace analyses; accident investigations and analysis; and information on hazard prevention and control, emergency preparedness, safety and health training, protective equipment, workplace violence, physical assessments, post-injury case management, drug and alcohol testing, and wellness activities.

*History: Original DOR Effective January 1, 1999. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004.*